

## Extraordinary Cost Fund (ECF) Board Guidelines for Reviewing Applications

1. The purpose of ECF funding is to cover an actual shortfall in revenue for the present fiscal year. Requests that include funding of cash flow in the succeeding fiscal year will not be recommended for funding.
2. Applications received will be assigned one of the below priority status':
  - **Priority Status 1:**  
Districts with an “extraordinary” circumstance, which has created a shortfall of revenue in the present fiscal year.
  - **Priority Status 2:**  
First time applicants
  - **Priority Status 3:**  
Repeat applicants (may be prorated if insufficient funding is available).
  - **Priority Status 4:**  
Applications submitted AFTER the deadline but before the ECF packet is mailed to all board members.
3. Districts requesting \$10,000 or less during the first half application period may be asked to resubmit an updated application during the second application period.
4. ECF Board will review the need to fund a negative fund balance from the previous fiscal year on a case-by-case basis.
5. Districts making repeated consecutive applications may be contacted by the ECF board and asked to provide additional data regarding their special education program.
6. Districts making repeated applications AND have an average cost per student greater than the state average may be asked to provide an action plan that would bring their costs in line with the state average.
7. Districts making application to the ECF board have a responsibility to seek and utilize all funding available to the district for their special education program (i.e. Medicaid and state aid for special education – by the accurate submission of child count data).
8. The local effort calculated for each district on the funding worksheet will be based on the maximum levy. However, districts that may have levied less may provide an explanation for the use of the lesser levy and if approved by the ECF board it will then be utilized to calculate local effort.
9. Districts electing to use up to 15% of Part B funding for Early Intervening Services (EIS) must provide, in addition to the required ECF documentation, an explanation to support their application for this funding. Funding is at the discretion of the Board.
10. Districts penalized in the current year for exceeding allowable fund balance as defined in statute will be prevented from accessing ECF in the first half.